

Jayd Boateng

12 Boswell Drive, Uxbridge, Middlesex UB8 3PJ
07079 045600 jaydboateng@gmail.com

PROFILE

- Excellent customer service skills – work part-time in Pizza Express as a waitress. Undergone structured training in food hygiene, serving customers and front of house
- Retail experience - was a sales assistant for WH Smith during summer 2016
- Speak conversational Spanish - travelled to South America after A levels
- Highly numerate (Maths A level, studying accounting)
- Disciplined - strong swimmer, train regularly

EDUCATION

2017-2020 Brunel University London
BSc (Hons) Business & Management (Accounting)

2010-2017 Villiers High School, Uxbridge
A-levels: English (A) Maths (C) Economics (C)
GCSEs: 9 A to C grades including English and Maths

EMPLOYMENT HISTORY

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| 2017 - 2018 | Waiter (part-time) | Pizza Parlour, Uxbridge |
| <ul style="list-style-type: none">• Generate high levels of customer satisfaction, receiving positive feedback from regulars• Greet clients, take bookings, serve drinks and food• Open and close restaurant and cash up at end of day when required• Demonstrate multi-tasking skills whilst working at speed in a pressurised and often demanding environment, as well as keeping on top of studies | | |
| Summer 2016 | Sales Assistant (full-time) | WH Smith, Ealing |
| <ul style="list-style-type: none">• Served customers in this busy store, achieving high levels of customer satisfaction through personal efficiency, demonstrating flexibility and adaptability• Accurately handled cash, cheque and credit card transactions using EPOS systems• Undertook stocktaking and replenishment responsibilities• Assisted in new staff training, providing help and advice to team members in a clear and concise manner | | |
| Summer 2015 | Lifeguard (shift work) | Slough Swimming Complex |
| <ul style="list-style-type: none">• Invited to work as lifeguard for swimming ability and confidence in the pool having represented West London in the breast stroke.• Fully-qualified lifeguard and DBS (formerly CRB) checked | | |

INTERESTS AND ACTIVITIES

- I swim at least four times a week to keep fit.
- I am developing my Spanish speaking skills following my time in South America during summer 2017.
- I recently became a course representative where I promote student views and interests at formal committee meetings. It has developed my presentation skills.